



WASHINGTON COUNTY BOARD OF SUPERVISORS

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MEMO

CLERK OF THE BOARD

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FORT ANN

Samuel J. Hall, Vice Chairman

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TO: Chairman of the Board
Members of the Personnel Committee: Supervisors Hicks, Skellie, Campbell,
O'Brien, Fedler, Clary, Wilson

FROM: Clerk of the Board

Chairman Hicks has scheduled a Personnel Committee meeting for **Thursday, June 8, 2023 at 9:30 AM** in the 2nd Floor Classroom, Room B214, County Office Bldg. B, 383 Broadway, Fort Edward, New York.

The public may view the meeting here:

https://www.youtube.com/channel/UC_FkXChkwTrSnynELWO5bqA

The Agenda is as follows:

1. Call to Order
2. Accept Minutes – May 11, 2023
3. Staffing - Straight Backfill Requests (Informational):
 - A. Aging
 - 1.) Aging Services Aide(per diem)due to Promotion
 - B. DPW
 - 1.) Pavement Management Intern due to Resignation
 - C. Public Health
 - 1.) Clerk due to Resignation
 - 2.) Registered Professional Nurse due to Retirement 7/12/23
 - D. Sewer District
 - 1.) Wastewater Treatment Plant Operator due to Retirement 6/29/23
 - E. Social Services
 - 1.) Social Services Examiner due to Resignation
 - F. Youth/Alternative Sentencing
 - 1.) Sr. Court Referral Specialist due to Retirement – Backfill with Court Referral Specialist *STAFFING PATTERN CHANGE
4. Discuss County Youth Director Position
5. Discuss Executive Director Position – Sewer District
6. Sheriff – SPO Rates **ADD to Non-Union Hourly Schedule
7. Other Business
 - A. Public Hearing–Amend Civil Service Rules–HELP Program –June 20, 2023 @ 9 am
 - B. Handbook Changes – Health Insurance/Vacation Donation Program
 - C. Clip Wellness Fair – June 21 & June 22, 2023
8. Adjournment

****Committee Members: Please notify this office if you are unable to attend.****

DATED: June 2, 2023
Fort Edward, New York



RESOLUTION DATA FORM

For May 19 BOS Meeting

1. Committee: Personnel Committee
2. Date of Meeting: June 8, 2023
3. Department: Personnel
4. Purpose of Resolution: Add SPO Salaries - see below under Other
5. If Contract Authorization is Requested:
 - a. Name of Contractor: _____
 - b. Address of Contractor: _____
 - c. Effective Date: _____ d. Termination Date: _____
 - e. Payment Provisions: _____
 - f. How funds are provided (i.e., budget appropriation, capital project, etc., including code and title):

 - g. Total Dollar Amount Involved: _____
 - h. Is this a new contract or a renewal: _____
6. If Budget Amendment is Requested:
 - a. Purpose of Amendment: _____
 - b. Appropriation Code(s) to be Amended (include amount): _____

 - c. Revenue Code (s) to be Amended (include amount): _____

7. Other:

Sheriff

Add Special Patrol Officer Salaries to the Non-Union Hourly Schedule 2023 rates:

Argyle	\$24.30/hr.
Greenwich	\$25.11/hr.
Hartford	\$25.22/hr.
Hudson Falls	\$33.00/hr.
Whitehall	\$32.77/hr.

Awaiting on Fort Ann, and possibly Salem and Fort Edward

Section: Benefits	Issue Date: 10/10/08	Section # 7.020
Subsection: Vacation Donation	Revised Date: 6/16/2023	Page 1

~~Vacation Leave may be donated to an employee who is out of work and currently participating in the County offered health insurance. The purpose of the benefit donation is to continue health insurance benefits for an employee who is unable to work due to a qualifying event (Disability, Workers Comp. or FMLA).~~

Eligibility Requirements for Donors:

~~The Donor and Recipient must both be eligible for Vacation Leave.~~

~~The Donor must have Vacation Leave available to donate. Leave time cannot be donated that will expire before the time is used (on anniversary date of donor).~~

Eligibility Requirements for Recipients:

~~Must be eligible to receive Vacation Leave.~~

~~Must have used ALL Leave (No Vacation, Sick or Personal Leave remaining)~~

~~Must be out of work due to Disability, Workers Compensation or FMLA~~

Policy/Procedure:

~~County Departments will verify the amount necessary to pay for the Recipients Health Insurance Contribution. The Department will then fill out and forward a BENEFIT DONATION REQUEST form to the Personnel Dept. for approval and processing. The request will then be forwarded to the Treasurer's Dept. for approval and processing.~~

~~***All donations are irrevocable and irreversible.—**~~

~~***Available to non-union employees; Salary employees cannot be Recipients; however, they are allowed to donate in full day increments to hourly employees.**~~

VACATION DONATION PROGRAM

Refer to the Washington County Vacation Donation Program.
B.O.S. Res. #160, May 19, 2023

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 6/16/2023	Page 4

HEALTH/DENTAL INSURANCE COVERAGE WHILE ON WORKERS' COMPENSATION

Once an employee who is drawing workers' compensation and has exhausted all of their paid leave time and is off the payroll, Washington County will maintain their current health/dental insurance benefit level for a maximum period of one year commencing from the last pay period/pay date that the employee appeared on the County payroll. The employee will be responsible for payment of the employee contribution as per the Payment of Premiums section.

An employee that is on permanent full or partial worker's compensation and unable to return to work may elect to continue their coverage. This coverage will be extended to the employee only (no dependents). The cost to the employee will be determined based on his or her percentage of the compensation award.

The County will pay any percent that is determined by the Worker's Compensation Board. **The employee will be responsible to pay any employee contribution directly to the Treasurer's Office or their coverage will be terminated. (See Payment of Premiums section)**

HEALTH/DENTAL INSURANCE COVERAGE WHILE ON LEAVE OF ABSENCE

An employee who has been approved for a leave of absence has to pay both the employee and employer share of their health/dental insurance premium as per the Payment of Premiums section. This will be for a maximum period of one year. If the employee is not back on the payroll within one year, the employee is no longer eligible for health/dental insurance coverage. **The employee will be responsible to pay their premium directly to the Treasurer's Office or their coverage will be terminated. (See Payment of Premiums section)**

HEALTH/DENTAL INSURANCE COVERAGE WHILE ON FAMILY AND MEDICAL LEAVE

During an employee's unpaid leave under the Family and Medical Leave Act, the employee's current coverage will be maintained for up to twelve (12) weeks. The employee is responsible for his or her portion of the health/dental insurance premium as per the Payment of Premiums section. **The employee will be responsible to pay their monthly premium directly to the Treasurer's Office or their coverage will be terminated. (See Payment of Premiums section)**

INVOLUNTARY CALL TO ACTIVE DUTY IN THE ARMED FORCES, RESERVES OR NATIONAL GUARD

Any County employee involuntarily called to active duty in the Armed Forces, Reserves or National Guard will be entitled to continued health/dental insurance enrollment for their dependents, only, under the corresponding Washington County plan, at no cost for a period not to exceed thirty-six (36) months.

EMPLOYEE DISMISSED FOR JUST CAUSE

Any employee dismissed from Washington County service for just cause will not be eligible for continued health insurance coverage under the Washington County health insurance plan.

DEATH OF EMPLOYEE WHILE IN SERVICE

The surviving spouse and minor children of a Washington County employee who dies while in service and prior to retirement shall be eligible for continued coverage under the Washington County Health/Dental Insurance Plan. The County will pay 100% of the next three (3) months premium and the surviving spouse may elect to maintain coverage under COBRA.

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 6/16/2023	Page 3

CANCELLATION/CHANGE IN ELIGIBILITY STATUS

Employees are required to notify the Treasurer's Personnel office, in writing, of any cancellation of coverage. These include, but are not limited to:

- Employee cancellation due to insurance coverage under a different plan or provider
- Over-age dependents cancellation/~~loss of Full Time Student Status~~
- Cancellation due to change in marital status (i.e., divorce ~~removing~~ spouse)
- Deceased Dependent

IMPORTANT

***EMPLOYEES ARE REQUIRED TO NOTIFY THE COUNTY THIRTY (30) DAYS BEFORE THE CANCELLATION/CHANGE IN ELIGIBILITY STATUS**

PAYMENT OF PREMIUMS

An employee on the payroll will have his or her normal monthly contribution to health/dental insurance deducted out of the first two paychecks of each month in two equal payments for the current month's premium, effective June 1, 2009

An employee not on the payroll must remit his or her share of the health/dental insurance premium to the County Treasurer's Office on the established due date.

An individual covered under Continuous Coverage or COBRA must remit the employee and employer amount of the monthly health/dental insurance premium to the County Treasurer's Office on the established due date.

If an employee covered for health/dental insurance under the **Disability section**, has accumulated benefit time, the employee may elect to use this time to remain on the payroll (first and second payroll of the month) for their employee's health insurance or dental insurance contribution.

If an employee covered for health/dental insurance under the **Worker's Compensation** or the **Family and Medical Leave section** has accumulated benefit time, the employee may elect to use this time to remain on the payroll (first and second payroll of the month) for their employee's health insurance or dental insurance contribution.

In all of the above situations, the employee or individual will be responsible to pay the amount of their monthly premium directly to the Treasurer's Office or their coverage will be terminated. Important: No extension beyond the established due date for the premium payment will be granted. If the health/dental insurance premium is not remitted on the established due date for the required amount, the coverage will be terminated.

HEALTH/DENTAL INSURANCE COVERAGE WHILE ON DISABILITY

Effective November 16, 2007, while an employee is on disability the County will maintain their current benefit level of health/dental insurance coverage for a maximum period of one year which commences on the date of disability. The employee will be responsible to pay any employee contribution directly to the Treasurer's Office or their coverage will be terminated. (See Payment of Premiums section)

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 6/16/2023	Page 2

ENROLLMENT

An employee can enroll into the Washington County Health Insurance Plan and/or Dental Insurance Plan under the following circumstances:

- A. **New Hire** will become eligible for Insurance coverage effective the 1st day of the month following the employee's date of hire.
- B. **Elected Officials** will be eligible for Insurance coverage the first day of their term. One full month's deduction will be taken from the first full paycheck. If the first full paycheck does not support the amount due, the remaining amount will need to be paid directly to the Treasurer's Office by the Elected Official no later than the twentieth day of the month or the date of the second paycheck of the month, whichever is later.
- C. **Scheduled Annual Open Enrollment Period** Washington County holds an annual open enrollment for each insurance contract year.
- D. **Qualifying Events** the only time that an active employee may enroll or make changes in their insurance coverage under the County's plan outside the "open enrollment" period is when a qualifying event occurs, such as:

Marriage (requires legal documentation)
 Birth of a child
 Adoption of a child (requires legal documentation)
 Legal guardianship (requires legal documentation)
 Involuntary loss of coverage (requires proof of loss of coverage)

Birth/Adoption
 Change in Spouse Employment Status
 Death of Dependent
 Dependent Enters/Leaves the United States
 Divorce/Legal Separation
 Leave of Absence
 Marriage
 Newly Eligible
 Position Change
 Retirement
 Spousal Open Enrollment
 Termination of Eligibility

Legal documentation and/or proof of loss of coverage is required for qualifying events.

***The application must be into the carrier thirty (30) days from the "Qualifying Event" (as required by the carrier). Employees should complete the application with the change and submit it to the Personnel Office prior to the thirty (30) day cut-off. If the application is not received by Carrier within the thirty (30) days of the event date, the change cannot take place until the next Health/Dental Insurance Open Enrollment Period.**

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Subsection: Health Insurance	Revised Date: 6/16/2023	Page 1

Washington County Health/Dental Insurance

Washington County offers Health Insurance coverage to all eligible employees. Dependents are defined as employee's spouse or children up through age 26. (Domestic partners are not included)

EMPLOYEE ELIGIBILITY

An employee of Washington County shall be eligible for coverage under the County Health Insurance Plan and Dental Insurance Plan, if any of the following conditions apply:

- A. Full-time employees;
- B. Employees that work, on average, of at least 30 hours of service per week as mandated in the "Affordable Care Act";
- C. Part-time employees hired prior to February 1, 1992, and qualifying for insurance benefits that are "grandfathered" for coverage;
- D. Full-time elected officials;
- E. Paid members of the County legislative board;
- F. As stipulated in any of the County's collective bargaining agreements.

COUNTY & EMPLOYEE SHARE OF HEALTH INSURANCE PREMIUM

Effective June 1, 2018:

Employees will contribute the following amount toward County offered Health Insurance:

2018	22% of premium
2019	23% of premium
2020	24% of premium
2021	25% of premium

Effective June 1, 2023:

Employees will contribute 25% of the premium toward County offered Health Insurance.

***The Employees contribution rate of 25% will be in effect until such time as further acted upon by this article of the Employee Handbook.**

COUNTY & EMPLOYEE SHARE OF DENTAL INSURANCE PREMIUM

The County will offer Dental Insurance coverage to active employees only. Retirees are not covered under the County's Dental Plan.

Effective June 1, 2004, the County will offer a dental plan, of which the County will pay a flat dollar amount towards the monthly dental insurance premium. Any balance will be the employee's responsibility.

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Subsection: Health Insurance	Revised Date: 6/16/2023	Page 5

ELIGIBILITY IN RETIREMENT

1. For an employee to be eligible for continued coverage under the Washington County Health Insurance Plan in retirement:
 - a. An employee hired before June 21, 1993, must have ten (10) continuous years of service with Washington County; OR
 - b. An employee hired on or after June 21, 1993, must have twenty (20) continuous years of eligible full-time service with Washington County. (See Employee Eligibility section); OR
 - c. Per B.O.S. Res #270, November 18, 2011, an employee must have 25 years cumulative eligible full-time service with Washington County.

***An Employee who retires after June 1, 2015, who is eligible for health care coverage under the County's rules, will contribute at the same rate as active employees.**

***Non-Union Employees hired on or after 10/1/09- Washington County will cover the retiree's spouse up to the time he/she is Medicare eligible. After that point, the County will only cover the retiree. Should the retiree's marital status change, no coverage will be offered for the new spouse. The retired employee's coverage would not change. The spouse will have a one-time option to continue health insurance coverage after Medicare eligible at 100% of the premium cost.**

2. The following must also apply:

- a. Employee has retired under the New York State Retirement System with an exception of any part-time employee hired prior to February 1, 1992, who was grandfathered for Health Insurance benefits and who meets all other requirements of this section and is at least 55 years of age, or retired under an early retirement program offered by the County.

- b. Per B.O.S. Res #227 August 21, 2009, non-union employees hired on or after October 1, 2009 Washington County will cover the retiree's spouse up to the time, he or she is Medicare eligible. After that point, the County will only cover the retiree. Should the retiree's marital status change, no coverage would be offered for the new spouse. The retired employee's coverage would not change.

MEDICARE ELIGIBILITY

ALL WASHINGTON COUNTY RETIREES AND THEIR DEPENDANTS MUST NOTIFY THE TREASURER'S PERSONNEL OFFICE ONCE THEY BECOME SIXTY-FIVE (65) YEARS OF AGE OR MEDICARE ELIGIBLE

Any retiree or dependent Medicare eligible must enroll in both Medicare Part A (Hospital) AND Medicare part B (Medical). Retirees carrying a Family Plan policy will be allowed to keep a family policy until such time as their policy coverage is reduced from family to Individual or 2-Person at which time they will notify the Treasurer's Personnel Office immediately.

A retired employee not on the payroll must remit his or her share of the health/dental insurance premium to the County Treasurer's Office on the established due date.

IMPORTANT

THE TREASURER'S PERSONNEL OFFICE MUST BE NOTIFIED WITHIN SIXTY (60) DAYS OF THE MEDICARE EFFECTIVE DATE AND A COPY OF THE RETIREES' AND/OR DEPENDENT'S MEDICARE CARD MUST BE SUPPLIED TO THE TREASURER'S PERSONNEL OFFICE.

The spouse will have a one-time option to continue health insurance coverage after Medicare eligible at 100% of the premium.

Section: Benefits	Issue Date: 3/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 6/16/2023	Page 6

COVERAGE OF VESTED EMPLOYEE WHO LEAVES COUNTY SERVICE

Employees with vested status who leave County employment prior to retirement under the New York State Retirement System may continue coverage in the Washington County Health Insurance Plan by paying both the employer and employee shares of the health insurance premium. After retirement begins, said employee shall be liable for only the employee share of the premium.

EMPLOYEE COVERAGE AT TIME OF RETIREMENT

An employee who is eligible for coverage at the time of their retirement and does not have nor chooses to enroll in the County's Health Insurance as a retiree shall be eligible to enroll for coverage with the County at any time in the future by notifying the Washington County Treasurer Personnel Office at least thirty (30) days prior to the month in which coverage is to begin.

DEATH OF A RETIRED EMPLOYEE

The surviving spouse and minor children of a retired Washington County employee shall be eligible for continued coverage under the Washington County Health Insurance Plan. The County will pay 100% of the next three (3) months premium and the surviving spouse may elect to maintain coverage if the surviving spouse pays 100% of the County's cost of the monthly premium. If the employee retired before 7/1/83, the County will maintain the surviving spouse at the employee's contribution rate.

REIMBURSEMENT OF MEDICARE COSTS

Employees who retired before July 1, 1983 and are receiving Medicare cost reimbursement will continue to receive this benefit.

DEFINITION OF CONTINUED COVERAGE

"Continued coverage" as used in this document shall mean the coverage available to all Washington County employees and members of the employee's family.

DISCLAIMER

Nothing in this document shall affect in any way the current status under the Health Insurance Plan of any employee past or present.

In certain cases, employees and/or employee family members may be entitled to continuation of health insurance coverage at their expense pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA). The Treasurer's Office County Insurance Broker will notify those qualified of their eligibility.

Questions on health insurance issues such as COBRA coverage, enrollment changes, etc. should be directed to the Treasurer's Office Personnel Office.

Washington County retains the services of a "broker of record" to aid employees in resolving health insurance issues that may arise with a provider. Information on these services may be obtained from the Treasurer Personnel Office or County Administrator.

CLIP WELLNESS FAIR

June 27, 2023

10:30am-1:30pm

Basement Training Rooms



GIVEAWAYS!

DOOR PRIZES!

This is for all Washington County Employees

